

## 1.0 Environmentally Preferable Procurement Policy

We will fulfill our role articulated in Public Contract Code Section 12400-12404—Environmentally Preferable Purchasing (EPP) State law (<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=pcc&group=12001-13000&file=12400-12404>). This law, also known as AB 498 (Chan, Chapter 575, Statutes of 2002 ([http://www.leginfo.ca.gov/pub/01-02/bill/asm/ab\\_0451-0500/ab\\_498\\_bill\\_20020916\\_chaptered.html](http://www.leginfo.ca.gov/pub/01-02/bill/asm/ab_0451-0500/ab_498_bill_20020916_chaptered.html))), addresses environmentally preferable purchasing and became California law in September 2002. It directs the Department of General Services, in consultation with the California Environmental Protection Agency, members of the public, industry, and public health and environmental organizations, to provide state agencies with information and assistance regarding environmentally preferable purchasing.

"Environmentally preferable purchasing" means the procurement or acquisition of goods and services that have a lesser or reduced effect on human health and the environment when compared with competing goods or services that serve the same purpose. This comparison shall take into consideration, to the extent feasible, raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, disposal, energy efficiency, product performance, durability, safety, the needs of the purchaser, and cost.

This policy applies to all acquisition types, from supplies and services to buildings and systems; acknowledges general agreement with the guiding principles set forth by U.S. EPA (<http://www.epa.gov/opptintr/epp/pubs/finaleppguidance.pdf>) and utilizes the framework of the Agency wide Environmental Management System to implement EPP. This policy applies to the Cal/EPA Headquarters Building as well as satellite offices.

It is the policy of the Cal/EPA Boards, Departments, and Offices to:

- Take environmental factors into account, as early as possible, in the acquisition planning and decision-making process
- Share responsibility for environmentally preferable purchasing among program, acquisition, and procurement personnel
- Work with Property Management at headquarters to continue to use environmentally preferable practices and products
- Institute practices that reduce waste by increasing product efficiency and effectiveness
- Purchase products that minimize environmental impacts, toxics, pollution, and hazards to worker and community safety to the greatest extent practicable, consistent with price, performance, availability, and safety considerations
- Purchase products that include recycled content, are durable and long-lasting, conserve energy and water, use agricultural fibers and residues, reduce greenhouse gas emissions, use unbleached or chlorine free manufacturing processes, are lead-free and mercury-free, and use wood from sustainably harvested forests
- Partner with vendors, contractors and grantees that promote environmental stewardship
- Model a successful EPP program that encourages other purchasers to adopt similar goals

The benefits of this policy include:

- Increase in employee awareness and behavioral changes through training, meeting discussions, video presentations, and other information sharing processes
- Minimization of environmental impacts such as pollution and use of water and energy
- Elimination or reduction of toxics that create hazards to workers
- Support for strong recycling markets
- Reduction in volume of materials sent to landfill
- Increased use and availability of environmentally preferable products that protect the environment and reduce environmental impacts in their production and distribution systems

## **1.1 Source Reduction**

We will seek to improve our effectiveness and efficiency while reducing environmental impacts through source reduction. Source reduction is defined in statute as any action that causes a net reduction in the generation of solid waste. These actions include, but are not limited to:

- Reducing the use of non-recyclable materials and packaging
- Replacing disposable materials and products with reusable materials and products
- Increasing the efficiency of the use of paper, cardboard, glass, metal, plastic, and other materials
- Printing and copying double-sided
- Reducing fonts and margins in documents to reduce paper consumption while continuing to provide materials in alternative formats, including larger fonts, Braille, and audio media to employees and the public to ensure our programs, activities, and services are accessible to persons with disabilities (SAM MM 03-08, Government Code Section 11135, Americans with Disabilities Act Title II)
- Computer-based sending and receiving of faxes
- Digital content management—including document imaging, automated indexing, filing, records retention and enhanced search capabilities, document lifecycle management, digital archiving, automated workflow, use of Intranet/Internet for posting information and group collaboration, security and authentication
- Using Internet-based phone and staff directories
- Using Internet-based newspapers, periodicals, and reference materials
- Sharing or routing of hard copy newspapers, periodicals, and reference materials
- Establishing recycling and solid waste collection programs that encourage recycling and discourage waste generation and disposal
- Using appropriate plant selection, irrigation, fertilization, and cultural practices in landscaping

Additionally, sound judgment shall be used to determine that the product or service is truly needed and provides a benefit to the organization. "Source reduction" does not include steps taken after the material becomes waste or actions that would impact air or water resources in lieu of land.

Efficiencies will be encouraged and rewarded. Staff will be recognized publicly for creatively finding more efficient means of conducting our business. If the efficiency results in a cost savings, the staff will be encouraged to submit an employee suggestion for Merit Award ([STD. 645](#)).

## **1.2 Reusable Products**

We will discourage the use of disposable products where reusable products are available, economically viable for use, and concur with health and safety regulations.

## **1.3 Reuse**

Employees are strongly encouraged to seek out existing inventories of products or supplies prior to placing an order for new items. This includes obtaining products from internal inventories, the building-wide "Second Chance Outlet" for staff at headquarters, or the Department of General Services Property Reutilization Program. Procurement staff is empowered to suggest to any and all employees that request a product that they should first check existing inventories.

Employees at headquarters who have accumulated surplus or underutilized materials, supplies, or equipment are encouraged to place these products into their local supply area or, with their supervisor's approval, into the "Second Chance Outlet."

## **1.4 Cooperative Purchasing**

The goal of cooperative purchasing is to take advantage of state-of-the-art purchasing procedures to ensure the most competitive prices, as each of the California Environmental Protection Agency, Boards, Departments and Office (BDOs) work together to identify products commonly used by each.

The resulting efforts of each of the BDO procurement professionals aggregating their spending will be competitive pricing, bulk purchasing, and volume agreements yielding economic benefits unobtainable by individual entities.

The benefits of BDO procurement professionals working in cooperation to plan and implement volume agreements are numerous:

- Greater efficiency and economy in acquiring goods and services
- Provide competitive price solicitation and bulk purchasing
- Provide quick and efficient delivery of goods and services by contracting with "high performance" vendors

- Equalize purchasing power for smaller entities that are not able to command the best contracts for themselves
- Maintain credibility and confidence in business procedures by maintaining open competition for purchases and by complying with all purchasing laws and ethical business practices.
- Provide greater usage of Small Business, Minority Business and Disabled Veteran Business Enterprises
- Provide a heightened control over what is purchased and where it is purchased
- Control the delivery schedules throughout the year to meet needs

Some of the products that could be pooled and negotiated with vendors are:

- General office supplies—paper, writing instruments, desk accessories
- Technology peripherals—Business machines, computer accessories
- Printing supplies—laser printers, inkjet printers, toner and ink cartridges
- Audio-visual equipment—projectors; digital cameras, etc.
- Furniture—desks, tables, chairs, cubicles, file cabinets
- Vehicles with reduced environmental impacts

### **1.5 Recycled Content and Remanufactured Products**

Purchase recycled content products rather than non-recycled content products when comparable. Emphasis should be placed on maximizing post-consumer and total recycled content.

Use of recycled wood products, or wood cellulose and plastic composites will be explored in all applicable instances such as new construction and remodeling construction projects, selection of furniture, and modular systems furniture products.

Consideration shall be given to other environmental impacts, including indoor air quality, when selecting among alternatives. Environmental impacts of virgin components of products should be considered, as appropriate. For example, a third-party forestry certification program may certify the virgin portion of paper products or wood construction materials or furniture.

Where applicable, products must comply with California State Agency Buy Recycled Campaign (SABRC) content requirements (<http://www.ciwmb.ca.gov/BuyRecycled/StateAgency/>). Products that are refurbished, remanufactured, or reused comply with SABRC. Product categories include:

- |                               |                         |
|-------------------------------|-------------------------|
| • Printing and Writing Papers | • Paint                 |
| • Paper Products              | • Solvents              |
| • Plastic Products            | • Tires                 |
| • Compost/Co-compost          | • Tire-Derived Products |
| • Glass Products              | • Steel Products        |

- Lubricating Oils
- Antifreeze

We commit to continually improve our performance in the procurement of recycled content products, including, but not limited to, all current and future SABRC product categories.

## **1.6 Paper**

The BDOs will continue to apply computer technology to reduce the generation of waste paper through electronic imaging, electronic bulletin boards, electronic forms, and other computer technology, as available resources permit such development.

We will label external publications and letterhead with paper specification information to help educate others about environmentally preferable papers. At a minimum, publications will indicate the post-consumer recycled content. As feasible, other environmental information will be included.

We will purchase paper, paper products, and janitorial paper products that contain the highest post-consumer and total recycled content practicable, above SABRC certification minimums.

We will purchase paper, paper products, and janitorial paper products that are unbleached or that are processed without chlorine or chlorine derivatives, whenever possible. Processed chlorine free (PCF) paper is preferred. Elemental chlorine free (ECF) processes should include enhanced processes such as an extended and oxygen delignification whenever possible. Vendors and successful bidders shall supply certification of the papers' chlorine free processing status from either a recognized certifying organization or the pulp and paper manufacturer.

## **1.7 Forestry Practices**

To the greatest extent practicable, we shall procure wood products, such as lumber and paper, which originate from forests harvested in an environmentally sustainable manner. When possible, we shall give preference to wood products certified by a comprehensive, performance-based certification system to be sustainably harvested. The certification system shall include independent third-party verification.